

DELAWARE PUBLIC PURCHASING ASSOCIATION, Inc.

MINUTES OF MAY 15, 2001 MEETING

The quarterly meeting of the Delaware Public Purchasing Association, Inc. was held at Timothy's, On the Riverfront, Shipyard Shop, Wilmington, DE 19801. Greta Iplenski, CPPB, President called the meeting to order at 10:00am.

Those attending were: Greta Iplenski State Police, Sandra Skelley; DHSS-DMS, Peter Gregg; City of Milford, Arnold Cookson; Division of Purchasing, Robert Nelson; DELDOT, Mike Sabol; Division of Purchasing, Tammy Smack; DHSS-DCSE, Hilda Balascio; New Castle County Purchasing, Ron Hill; Division of Purchasing, Janet Schukoske, Division of Purchasing, Art Caldwell; Div of Child Support Enforcement, BJ Clyburn; City of Dover, Ruth Kowalski; New Castle County, Paul Mahoney; City of Wilmington, Tim McMahon; City of Wilmington, Dorthy Pecqueur; New Castle County, Tina Romano; City of Wilmington, and Andria Smith; New Castle County. 18 out of 44 members attended. This gives us a 40% attendance rate.

OLD BUSINESS:

1. **Reading of Minutes:** Mike Sabol moved to forgo the reading of the minutes. Dot Pecqueur seconded it. The motion was carried. The attendees took five minutes to silently read the Feb. 22, 2001 minutes. Ruth Kowalski corrected the spelling of her name on page 1 number 1 no other corrections were made.
Sandra Skelley moved to accept the corrected minutes
Hilda Balscio seconded
The motion was carried
2. **Treasures Report:** Sandra Skelley read the report in the place of Peter Rigterink.

Attached: Membership dues spreadsheet
Treasure's Report #14

Andria Smith motioned to accept the Treasures report
Arnie Cookson seconded the motion
The Motion was carried
3. **Finance Report:** The proposed budget was distributed. It was explained that the proposed budget was not based on anything because of the lack of historical data. Ron Hill asked about Award and Scholarships and how he is suppose to proceed without a line item about in the budget. Greta said that policy had to be written before we go any further with Awards and Scholarships. Ron Hill is now a member of the Awards and Scholarship Committee. Mike Sabol is the new Chairperson as stated in the by Laws. Mike Sabol said that he will make sure that the Award and Scholarship committee meets on this issue. The new Awards and Scholarship policy will be presented at the next meeting.

Attached: Proposed 2001 DPPA Budget

Paul Mahoney moved to accept the Budget.
Sandra Skelley 2ed it
The budget was passed

4. **Education Committee:** Sandra reported that the Region I Conference has been set for Oct. 25 & 26 at the Holiday Inn (formally the Hilton) on Namans Road. The room rental will cost \$50.00 a day with an adjoining room that will be \$300.00.

Attached: Education Report

5. **Membership:** Arnie Cookson stated that he had tried to contact the six or seven members that did not renew their membership. He reached four and they said that they will renew they just had forgotten. Arnie stated that the membership now stands at 44 members.

Arnie presented a sample brochure and handbook. He stated that he had gotten prices to print the brochure. He got the following quotes:

-Color paper black ink	\$16.00 per hundred
-Color paper black ink folded	\$23.00 per hundred
-Color paper black ink	\$54.00 for 500
-Color paper black ink	\$99.00 for 1000
- Multi color inks	\$200.00 for 100
- Multi color inks	\$912.00 for 500

New Castle County offered to run the brochure for just the cost of supplies. It was decided that we would start with 500 copies. Andrea will send a sample of the brochure and present it at the next meeting. Arnie will design the brochure.

Greta sent Arnie some of examples of a member handbook and he developed one. Arnie will send out handbook to the members.

6. **Program Committee:** Bobbie Hettel-Minner has stepped down as chair of the committee. Greta asked if anyone would like to take over this committee.
7. **Awards and Scholarship Committee:** Ron Hill stated that at the next meeting a draft procedure would be presented.
8. **Chapter Liaison:** Mike has been working with the Pennsylvania chapter to put together a list of the eight Region one states and a liaison person from each chapter and each chapter presidents.

Mike stated that the PA chapter canceled its Intermediate Public Purchasing class because they did not have enough people. We will be able to use their list to announce our classes and conferences.

9. **Unfinished Business:** Mike asked if anyone had not received their membership certificate. Everyone in attendance had received it.

10 **New Business:**

1. Mike went over the draft Reimbursement Policy for classes and conferences. The following are the changes made to the draft policy:
 - ⌚ Each member would be entitled to not more than one reimbursement per calendar year.
 - ⌚ Reimbursement would be given instead of having the class or conference prepaid.
2. Mike will make the changes in the policy and Mike will send the finished draft to Greta and she will send them to the membership.
3. Proposed chapter pin designs were passed around. The membership voted on the pin design that they liked best. A \$50.00 gift certificate was given to Dorthy Pecqueur for making the winning design. It was suggested that the people attending the NIGP National Forum pay extra for the additional pins they will need to pass out at the Forum. A vote was taken and it was agreed not to charge the people who attend the Forum anything extra. We decided to purchase 500 pins for a total of \$1,000.00.
4. Mike went over a survey done by NIGP about certification. Out of the people surveyed:
 - ⌚ Two out of three say that their agency requires they become certified.
 - ⌚ 25% provide incentives to their employees to become certified.
 - ⌚ 62% are given promotions when they become certified.
 - ⌚ 63% are given salary increases when they become certified.

The meeting was adjourned at 2:30pm after it was suggested that we do not adjourn our meetings until after the educational portion of the meeting in order to get full credit for recertification.